



## To Apply If You Are a Renter

Below you will find all the forms necessary to apply for Project TEEM. If you are a renter, please print the application packet. You will need to complete and send all the forms contained in the application packet, along with the following items. Please send **copies only**. Original documents will not be returned.

- Verification for twelve (12) months of income, for all persons 18 years and older (award letter, check stubs, tax returns/w-2's, etc.)
- Proof of Ownership from Landlord
- Social Security Cards for all household members
- Signed Landlord Authorization Forms

Your completed application packet, along with the requested information should be mailed to Community Action Partnership, 719 S. Main Street, Dayton, OH 45402.

Please feel free to contact us at 1-800-617-2673. We can be reached Monday through Friday, excluding holidays, between the hours of 8:00 a.m. through 4:00 p.m. Applications are processed on a first come first serve basis. We thank you for your interest in Project TEEM.



Project TEEM Application

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Number in Household: \_\_\_\_\_

Vectren account #: \_\_\_\_\_

I own and currently live at the above listed address: \_\_\_\_ Yes \_\_\_\_ No
If you answered No to the above question, please answer the next question.
If you answered Yes, please skip to the next question.

The cost of heat is included in my rent: \_\_\_\_ Yes \_\_\_\_ No

Household Income

List all persons in the household and identify all income sources and amounts for the last 12 months. You must provide documentation of all household income in order for this application to be processed. Attach additional page(s) if necessary.

Table with 4 columns: Name, Age, Source of Income, Amount for last 12 months. The table contains 6 empty rows for data entry.

Please read the following statement. If you do not understand any part of it or if you have any questions about what you are asked to sign, please ask someone at this agency to help you.

I certify that the information given by me in this application is true, accurate and complete to the best of my knowledge and understand that all of this information is subject to verification. I understand that by signing this application I authorize this agency and its representatives and designee's access to bank, employment, public assistance, utility account or any other records as may be required to verify any and all statements made in this application. I understand that no information obtained through this application shall be made public in such a manner that the dwelling or occupants can be identified. By signing this application, I understand that I may be held civilly and/or criminally liable under federal and State laws for knowingly making false or fraudulent statements.

Signature of Applicant

Date

For Office Use Only:
Project TEEM Information
Total Income prior to application date: 12 Months: \_\_\_\_\_
Verified by: \_\_\_\_\_ Date: \_\_\_\_\_





719 South Main Street  
Dayton, OH 45402

**TOLL FREE:** 1-800-617-2673  
**FAX:** 937-586-9657

## LANDLORD LETTER

Dear Landlord/Agent:

One of your tenant(s) has applied to our program for free weatherization on your property. Under Project TEEM, we can provide materials and labor, at no cost to you, to make energy saving improvements to your property.

Our trained crews/contractors can install attic, sidewall, and floor insulation, reduce air leakage, and provide maintenance on the heating system as needed.

The purpose of this program is to save energy and fuel, and to help your tenant save on fuel cost. We feel this program will benefit both you and your tenant.

If you are willing to give your consent to make these energy efficiency improvements, we simply ask that you sign the attached agreement.

This agreement will allow us to enter your property to make the improvements. Rent increases and evictions: this part of the agreement simply asks you not to raise the rent or evict the tenant because of the work we have done. The agreement does not stop you from raising the rent for any increased cost (that is not a result of the work). However, your tenants may file a complaint with us should they believe that increase is unjustified. In that case, we will ask you to prove that the reason for the increase is not the weatherization work. You may still evict the tenant if the tenant does not meet his or her legal obligations to you. Sale of the property: This part of the agreement asks that you inform us should you intend to sell the property during the period of the agreement. If the property is sold during the term of the agreement, you must reimburse us for the cost of the work done or obtain a written agreement from the new owner to continue the terms of the agreement.

If you agree, please sign the agreement and return it by mail as quickly as possible. If you have any questions, please feel free to call our office between 8:00 a.m. and 4:00 p.m., Monday through Friday at 1-800-617-2673.

Sincerely,

Project TEEM



719 South Main Street  
Dayton, OH 45402

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### HOMEOWNER/AUTHORIZED AGENT CERTIFICATION

I, \_\_\_\_\_, certify that I am the owner/authorized agent for the property at  
(Name)

\_\_\_\_\_  
\_\_\_\_\_

I further certify that I have given my permission to allow work on the property listed above which may include the following:

- 1. Drill and plug aluminum and/or vinyl siding      YES \_\_\_ NO \_\_\_ NA \_\_\_
- 2. Drill and plug interior walls                              YES \_\_\_ NO \_\_\_ NA \_\_\_
- 3. Install S-TYPE fuses    YES \_\_\_ NO \_\_\_ NA \_\_\_
- 4. Lower the thermostat on the water heater              YES \_\_\_ NO \_\_\_ NA \_\_\_

- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_

12. Other work that must be done in accordance with the Minimum Weatherization Program Standards.

I further certify that I understand that all work must be done in accordance with the rules and regulations governing the Project TEEM.

Signed: \_\_\_\_\_  
(Owner/Authorized Agent)

Date: \_\_\_\_\_



## Project TEEM ENERGY SURVEY

DATE: \_\_\_\_\_ JOB NUMBER: \_\_\_\_\_

### I. GENERAL DESCRIPTIVE INFORMATION

Name \_\_\_\_\_

How long have you lived in your home/apartment? \_\_\_\_\_

How many people live there? \_\_\_\_\_

How many people living in your home are:

Under 5 \_\_\_\_\_

5 – 18 \_\_\_\_\_

19 – 40 \_\_\_\_\_

41 – 64 \_\_\_\_\_

65 or older \_\_\_\_\_

Has anyone moved in or out of your home in the past year? Yes \_\_\_\_ No \_\_\_\_

If yes, number moving in? \_\_\_\_\_

Number moving out? \_\_\_\_\_

Do you pay for water usage? Yes \_\_\_\_ No \_\_\_\_

If yes, how high is a typical bill? \_\_\_\_\_ monthly tri-monthly

### II. WEATHERIZATION AND OTHER ENERGY ASSISTANCE PROGRAMS

A. Have you received assistance from any of the following programs?  
(Please check all that apply)

\_\_\_\_\_ Ohio Energy Credits Program

\_\_\_\_\_ Home Energy Assistance Program (HEAP)

\_\_\_\_\_ Percentage of Income Program (PIP)

\_\_\_\_\_ Other, Please list \_\_\_\_\_

### III. ENERGY CONSERVATION

A. During the heating season (October – April), at what temperature do you set your thermostat? \_\_\_\_\_

B. How often do you have your furnace inspected? \_\_\_\_\_

C. How often do you check your furnace filter during the heating season?  
\_\_\_\_\_

- D. Before you leave your home or before you go to sleep, do you change your thermostat? Yes \_\_\_\_ No \_\_\_\_  
If so, what do you set it at? \_\_\_\_\_
- E. Do you have heating vents or air return grills blocked by furniture? Yes No
- F. Do you keep all windows and doors shut when the furnace is on? Yes No
- G. Do you have a wood/coal burning stove? Yes No  
If yes, how often do you clean/inspect the stove, chimney, and flue? \_\_\_\_\_
- H. At what temperature do you have your hot water heater set? \_\_\_\_\_
- I. Do you have a washer? Yes No  
If yes, do you use cold, warm, or hot water to wash clothes? \_\_\_\_\_
- J. Have you repaired all your leaky faucets? Yes No  
If no, where are they located? \_\_\_\_\_
- K. Does the gasket on your refrigerator seal tightly? Yes No
- L. Is the refrigerator near a heat register, stove, or in the direct sunlight? Yes No  
If yes, which source? \_\_\_\_\_
- M. Do you turn lights off in rooms that are not being used? Yes No
- N. Do you use an air conditioner in the summer months? Yes No  
If yes, which kind? Window Unit \_\_\_\_\_ Central Air \_\_\_\_\_
- O. At what temperature do you set the thermostat? \_\_\_\_\_
- P. How often do you check the filter? \_\_\_\_\_
- Q. Do you keep your windows closed during the day while the AC is on? Yes No
- R. During the early morning hours or at night, do you turn off the AC and open windows opposite one another for cross ventilation? Yes No
- S. Do you close curtains/binds during the day to help block out the sun's heat? Yes No

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

COMPLETED BY: \_\_\_\_\_